

Seattle Youth Violence Prevention Initiative

Community Matching Grants

2012 REQUEST FOR PROPOSALS

Background

The Seattle Youth Violence Prevention Initiative (SYVPI) focuses on reducing and preventing youth violence in three Neighborhood Networks: Central Seattle, SE Seattle and SW Seattle. Currently more than 1,100 youth are served by these Neighborhood Networks. Each of the Networks has a lead agency that coordinates youth referrals to services. These agencies and contacts are:

Neighborhood	Lead Agency	Contact
Central	Therapeutic Health Services	Jamila Taylor Central Area Network Coordinator jamilat@THS-WA.org 206-402-1030
Southeast	Boys & Girls Club of King County: Smilow Clubhouse and Teen Center at Rainier Vista	La Toya Fryer Miner SE Network Office Manager 206-436-1909 senetwork@positiveplace.org Please call La Toya to set up an appointment to discuss your CMG project idea(s) with: Heidi Henderson-Lewis – SE Area Network Coordinator and Marty Jackson – Intake and Referral Specialist
Southwest	Southwest Youth & Family Services	Nani Fatuesi SW Network Coordinator nfatuesi@swyfs.org 206-937-7680 x216

SYVPI seeks to supplement existing Initiative services by funding community projects that primarily serve youth referred by one or more of the Networks. We anticipate funding projects in each Network based on proposals received and availability of funds. Available funding for each project is up to \$20,000. All projects are required to have a community match that equals at least one-half of the requested SYVPI funding amount. The community match can include volunteer labor, donated supplies, meeting space, professional services and/or cash that show community commitment to and investment in a project.

Timeline

January 2012	Seattle Youth Violence Prevention Initiative issues RFP
February 2012	Mandatory technical assistance sessions
March 23, 2012	Proposal Submission Deadline
March – April	Proposals reviewed and rated
May 2012	Award letters mailed

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June 2012

Memoranda of Agreement (MOAs) signed with Seattle Neighborhood Group

December 1, 2012

Projects completed, final reports due

Who Should Apply?

- Seattle neighborhood-based groups, community-based organizations, and/or grassroots organizations that actively engage diverse community members and are significantly composed of people who live and/or work in Central, SE or SW Seattle.
- Organizations must be located in the city of Seattle.
- Organizations are not required to be a 501(c)(3) to apply for funding.
- All contracts will be managed by Seattle Neighborhood Group (SNG) which will have a Memorandum of Agreement (MOA) with your organization.
 - If your organization is not a 501(c)(3):
 - In its role as your fiscal sponsor, SNG will act as the trustee of your project's funds, track and write checks for your expenses.
 - Donations to your project are tax deductible through SNG. Because there is a match requirement, you must get donations of cash, services or goods.
- Preference is given to small organizations with annual budgets under \$500,000.
- Agencies that currently have contracts for SYVPI services cannot apply.
- City staff in their official capacity cannot apply.

Types of Projects We Will Fund

- Innovative and outside-the-box projects or events, especially projects that are gender-specific, focus on court-involved youth, middle school youth who have a history of truancy issues and suspensions, and/or other underserved, vulnerable youth populations.
- Culturally specific projects or events for a racial or ethnic group, especially African-American, East African, SE Asian, Latino, or Pacific Islander Initiative youth. These projects must involve building understanding of the specific culture with the larger community.
- Neighborhood community-building projects involving Initiative youth.
- **All projects or events must be time-limited — no ongoing services or activities.**

Outcomes of Projects

Outcomes of the projects or events are based on the Search Institute's "40 Developmental Assets" (see Attachment 1) and must include at least five (5) of the Assets as outcomes that youth participants will have or achieve by the end of the project.

Youth Served

You must select one Network that will refer Initiative youth from their network to your project. At least 75% of the youth served must be Initiative youth referred by this Network. Your project may serve or recruit 25% or fewer youth who are not already in the Initiative; however, these

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youth must meet Initiative criteria and be referred to the Initiative *before the start of the project activities*.

- Initiative criteria are youth who are 12 to 17 years old* **and**
- Live or go to school in one of the three SYVPI neighborhoods: Central, SE, or SW Seattle **and**
- Meet at least one of the following criteria:
 - Have multiple convictions and are released from supervision, at high risk of re-offending
 - Have been arrested for crimes that do not meet the juvenile detention intake criteria and are released back in the community
 - Attend middle school and have a history of multiple suspensions or truancy (missing more than 10% of school days)
 - Have been affected by violence (as a perpetrator, victim or associate thereof) and is at risk of retaliation

*NOTE: Each network has youth who are enrolled in the Initiative and are now older than 17 years old. You could consider a project to include this age group, but new referrals must be 12-17 years of age.

Application Components and Checklist

- ☐ Cover Sheet
- ☐ Project Description (35 pts)
- ☐ Outcomes (10 pts) (see Attachment 1)
- ☐ Staffing (10 pts)
- ☐ Neighborhood Involvement/Community Building (20 pts)
- ☐ Workplan (10 pts)
- ☐ Project Budget & Community Match Pledge Form (15 pts)

Technical Assistance Sessions

You or a representative must attend one of the Technical Assistance Sessions scheduled and listed on the website. We strongly recommend that you attend the session with the Network that you wish to serve. A representative of your selected Network must sign and date your cover sheet to show that your proposed project is aligned with the Network and will complement their existing Initiative services to provide the strongest outcomes for youth. Your Network will also provide technical assistance to help you with your proposal. **Attendance at one of the Technical Assistance Sessions is required.**

Submission of Proposal

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Proposals that do not have a signature from your selected Network on the cover page will **not** be funded. Proposals must be delivered or emailed by the deadline. Late proposals will not be reviewed.

Please email, mail or hand-deliver proposals to:

MAILING ADDRESS

Mariko Lockhart
Director, Seattle Youth Violence Prevention Initiative
Community Matching Grants
PO Box 94649
Seattle, WA 98124-4649

FOR HAND DELIVERY or COURIER DELIVERIES

Mariko Lockhart
Director, Seattle Youth Violence Prevention Initiative
700 5th Avenue, Suite 1700
Seattle, WA 98104
cmg@seattle.gov

Telephone: 206-233-7915

Application Guidelines

A. Project Description (1-page limit) - 35 points

Describe the type of services to be provided and make sure to include:

- a. WHO the youth are that will be the focus of your project and why you are focusing on them. If you are focusing on a specific population (e.g., racial, ethnic or LGBTQ), describe how your project will meet their needs.
- b. WHAT activities your project will implement and how the community will be involved in developing and/or delivering the services.
- c. WHERE the activities will take place and how youth will get to the project location(s).
- d. WHEN the activities will take place including what days of the week and what hours, If your project is selected, there is time needed to recruit and enroll youth in the project which may take several weeks. Given this information, what are realistic start and end dates for your project?
- e. HOW will you interest youth in signing up for your project? HOW will you deal with youth who don't show up or are hard to engage? HOW will your project meet the priority needs of the Network you plan to serve?

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B. Outcomes (1-page limit) - 10 points

Selecting from the Development Assets in Attachment 1, list the Developmental Asset number and title for the **five** Developmental Assets your project will provide to youth. Describe how your services will lead to each of the outcomes selected.

See <http://www.search-institute.org/content/youth-serving-organizations>.

C. Staffing (1-page limit) - 10 points

1. List each paid staff position and attach job responsibilities, job qualifications, and number of work hours for each paid position. If your organization is not able to provide payroll services, your staff must be paid as consultants, not employees.
2. Describe what support and/or training will be provided to staff and volunteers who will assist with this project.

D. Neighborhood Involvement/Community Building (1-page limit) - 20 points

1. Discuss your organization/group's specific experience working with youth like Initiative youth in Central, SE, and/or SW Seattle.
2. Describe how your project will strengthen the community/neighborhood involvement with, or in support of, the Initiative.

E. Workplan - 10 points

Complete the Workplan Form by listing specific step-by-step activities of your project.

- List at least six (6) steps/activities, starting with planning activities, staff/volunteer orientation or training, and consultant contracting. Include dates that youth services will start and end.
- Identify who will be responsible for carrying out each step or activity.
- Estimate the month and year each step will be completed.

F. Budget & Community Match Pledge Form - 15 points combined

Requirements

1. Complete the attached Budget Form & Community Match Pledge Form. Download the MS Excel form and submit it in Excel format, not as a PDF form.
2. All youth **must** receive stipends or equivalent incentives for their participation and/or service in the project. Stipends may be in the form of cash, gift cards or other incentives (e.g., cost of special trip, entry fees to special event, etc.) with a monetary value. List amount of stipends in Section 1 (Line 8) of the attached Budget Form.

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3. All projects require a match of 50 cents for each dollar requested. For example, if you request \$10,000 in funding, you must have a match worth at least \$5,000. This match may be in the form of volunteer time valued at \$20/hr., donated professional services valued at their customary rates up to a maximum of \$75/hr, donated facility use, donated supplies, cash, etc. Funds and resources from other City of Seattle sources **cannot** be counted as match. You must track all pledges of donations and volunteer time using the **Community Match Pledge Form**. You can include 10 hours of volunteer time for preparing this proposal. If awarded funding, you are required to document the donations and volunteer time when they are actually received.
4. For **Room Rentals or Project Site**, the site needs to be in the area you plan on serving. If it isn't, you will need to provide transportation between the site and the Neighborhood Network where the youth live.
5. Attach a list of fundraising activities, such as car washes, if you plan to have a cash match. For each activity, list approximate date and amount of cash that you expect to raise. ***Community Match Grant funds cannot be used toward fundraising.***
6. Budget must include costs for marketing and recruitment of youth, including items such as mailing costs and flyers.
7. You cannot incur costs until you have a signed Memorandum of Agreement with Seattle Neighborhood Group (SNG). This MOA includes details about provision of contract funding.
8. Background checks must be conducted for all staff and volunteers. By working through SNG, there will be no cost to your group for background checks.
9. Your project must have general liability insurance that is provided by your organization or, if you do not have it, by the Seattle Neighborhood Group.

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2012 Community Matching Grant COVER SHEET

PROJECT INFORMATION

Project name: _____

Project address or location: _____

Referrals from: (check one box)

☐ Central Seattle Network ☐ SE Seattle Network ☐ SW Seattle Network

Name, signature and date for Network representative who has reviewed the concept:

Network Representative Name: _____

Signature: _____ Date: _____

Amount of funding requested: \$ _____ Total value of match: \$ _____
(These two amounts must equal what is shown in your budget.)

CONTACT INFORMATION

Applicant organization/group: _____

Project contact person: _____

Mailing address:* _____

Day/Work phone: _____

Email address: _____

Total annual organization budget:** \$ _____

The signatory declares that s/he is the elected chair or president of the applicant organization, that a majority of members of the organization's governing board has voted to undertake this project, or that s/he is the primary person responsible for the implementation and finances of the project, *and* that any funds received as a result of the application will be used only for the purposes set forth herein.

Signature: _____ Date: _____

Name: _____
(please print clearly)

Address: _____ Day Phone: _____

* Organizations must be located within the Seattle city limits.

** Preference will be given to smaller organizations with annual budgets under \$500,000.

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COVER SHEET (continued)

Description of Youth to be Served

1. Total number of Youth to be served: Total #:____ # Males:____ # Females:____
2. Check which Network will refer Initiative youth and give estimated number to be served from referring Network:
☐ Central Network: _____ ☐ SE Network: _____ ☐ SW Network: _____
3. a. Number of youth to be served who are not in the Initiative, but meet Initiative criteria and will be referred to the appropriate Network by the start of the project: _____
b. Describe how these youth will be recruited and screened: _____
4. Age range of youth to be served: _____
5. If services target ethnic or other specific Initiative youth, check which group(s):
☐ Girls ☐ Boys ☐ Court-involved ☐ Middle-school-aged ☐ LGBTQ
☐ African-American ☐ Latino
☐ East African, list ethnicities to be served: _____
☐ SE Asian, list ethnicities to be served: _____
☐ Pacific Islander ☐ Other: _____

Project Activities:

Start Date: _____ End Date: _____

List the weekly schedule of project activities:

Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____

Services are provided as: ☐ Group activities ☐ Individual activities

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APPLICATION NARRATIVE

A: PROJECT DESCRIPTION (1-Page Limit)

B: OUTCOMES (1-Page Limit)

C: STAFFING (1-Page Limit)

D: NEIGHBORHOOD INVOLVEMENT/COMMUNITY BUILDING (1-Page Limit)

NOTE: The following Application Forms must accompany the Application Narrative.

Form E: WORKPLAN FORM (download Word .doc)

Form F1: BUDGET FORM (download Excel .xlsm)

Form F2: COMMUNITY MATCH PLEDGE FORM (worksheet 2 on Budget Form .xlsm)

Form F3: FUNDRAISING - optional (download Word .doc) Form F3 is required only if you indicated Cash donations on the Community Match Pledge Form.

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Form E: WORKPLAN FORM

#	Step/Activity	Person Responsible	Start Date	End Date
	Example: Weekly planning meetings	Steering committee	7/11	8/26
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

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Form F3: FUNDRAISING ACTIVITIES

(This form is required only if cash match is listed on the Community Pledge Form.)

[illegible]